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1 March 1957

MEMORANDUM FOR: Chairman, Suggestion Awards Committee
SUBJECT: Minutes of 28 February 1957 Committee Meeting

1. The CIA Suggestion Awards Committee met on Thursday, 28 February 1957 at 10:00 a.m. in Room 2601 Curie Hall with Mr. [REDACTED] presiding. The following persons were present:



DDS/OP
DDP/PP
DDI/OCR
DDI/Admin
DDS/OC
MgtS/O&M Staff
DDP/WE
DDS/OS
DDS/MgtS
DDS/MgtS

2. Mr. [REDACTED] requested Committee members to assist in expediting evaluation of employee suggestions within their components. He emphasized the need for faster review by Committee members of "Round Robin" packets of suggestions recommended for disapproval. He informed Committee members that the Suggestion Awards Staff will send them and Special Panel members a monthly report of suggestions in process.

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3. The Committee approved awards in the amounts shown for the following employee suggestions:

Suggestion No.	Total Award	Amount of Award for Intangible Benefits	Est. First-Yr. Tangible Savings
2326	\$100.00	\$100.00	
2328	10.00	10.00	
2483	50.00	50.00	
*2486	300.00	200.00	\$3,000.00
2555	10.00	10.00	
2608	30.00	—	600.00
2720	10.00	10.00	
2727	20.00	20.00	
2279	100.00	55.00	900.00
	\$630.00	\$455.00	\$4,500.00

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4. The Committee recommended the action shown below on the following suggestions:

- a. *2486 - Interim award of \$300.00 (\$100.00 for tangible savings; \$200.00 for intangible benefits) to be given at this time. Suggestion is to be referred back to the Medical Staff for further processing and reevaluation with Office of Logistics after one more year's experience in use of the container. The Committee will then reconsider this suggestion's eligibility for supplementary award. The Medical Staff is to be informed that [REDACTED] of WE/DDP would like to have Medical bring the prototype and discuss its use at a DDP Logistics Officers' Meeting. The SAS is to refer the suggestion for Interdepartmental consideration while the above Agency processing is going on.
- b. 2632 and 2767 - The Committee requested that these suggestions be returned to FI/RI/DDP for reevaluation after the machine technique and application study of the Document Charge-out System has been completed.

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5. The Committee approved the recommendation of evaluating offices for non-adoption of the following suggestions:

2763
2771
2779

6. The meeting was adjourned at 11:30 a.m.

[REDACTED]
Executive Secretary
Suggestion Awards Committee

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